

Carpenter Carse Library Meeting Minutes – DRAFT

Wednesday, December 15, 2021 via Zoom

Attendees: Katherine Kjelleren, Marianna Holzer, Catherine Moller, Susan McClure, Heather Roberts, Brian Dunlop, Paul Lamberson, Emily Alger and Beth Royer

Call to order 7:05pm

Secretary's Report:

Minutes of the November 17th meeting were reviewed. Paul recommended a change to the language re: the decrease in electricity expenses under the Treasurer's report and clarified that the rent mentioned in the budget discussion is for C space. Paul moved to approve. Susan 2nd. Approved.

Treasurer's Report:

Bank balances: We're way ahead of where we were a year ago because of government tax credit payments (\$28K+).

P&L:

- Way ahead on grant income because of government tax credit payment.
- Donations are going well.
- Materials numbers are higher than usual because we are spending grants from last year and this year.

Susan moved to approve the Treasurer's report. Marianna 2nd. Approved.

Budget:

Draw down cash reserves by \$13,385; we had planned to draw down nearly \$17,000 last year but we haven't needed to.

2.2% increase to town ask which is far less than inflation

Beth checked in with the town and our salary proposal is in line with town increases.

Brian questioned whether we have prepared for increased expenses as a result of inflation.

Susan proposed developing an Investment Policy within the next year.

Emily moved to approve the budget as proposed and commit to having an Investment Policy by the end of October 2022. Cash expenses of \$305,820 and income of \$278,589 including ask from town of \$235,000. Susan 2nd. Approved with one no vote.

Directors Report:

Book tree looks great.

Circulation is not at pre-pandemic levels but is probably at 75-80%.

Coat drive is going until mid-January and there have been a lot of donations to date.

Marianna moved to approve the Director's report. Brian 2nd. Approved.

Facilities Committee:

The tenants have asked for weather sealing of their doors. Installed a draft dodger on back door. Front door will be replaced.

Thermostat for the community room is in the rental space so there are some issues with temperature for evening programs. Beth would like to look into heat pumps at some point to not have to worry about it anymore.

Personnel Committee:

No update.

Fundraising Committee:

No update.

Finance Committee:

No update.

Old Business:

Marianna asked when the consent of candidate forms are due. She will check with the Town Clerk's office.

New Business:

The next meeting is Wednesday, January 26th via Zoom. Brian moved to adjourn. Marianna 2nd. Approved. Adjourned at 7:48pm.